Subrecipient/Applicant eCivis Portal Training
Responses to Questions from Training Sessions
Effective as of October 5, 2022 11:00A
*Includes responses to all questions from the September and October training sessions

Included are questions and answers with general applicability.   Several participants had specific questions which were addressed directly offline.

1. **Question:**
   Is OSP (Ocean State Procures) used to search for subaward funding opportunities?

   Grants Office Answer:
   No, going forward, OSP is not used to search for subaward funding opportunities. Subaward funding opportunities are now posted on the RI Funding Opportunity website. https://controller.admin.ri.gov/grants-management/grant-management-system-gms/subrecipients/funding-opportunities
   Each funding opportunity has an "Apply" button which opens the eCivis Portal to begin an application.
   You can go directly to the eCivis Portal to return to an open application, accept and manage awards. https://portal.ecivis.com/#/login

   * NOTE: Funding opportunities for contracts (goods & services) on federal funds will continue to follow the procurement process and be posted: https://ridop.ri.gov/vendors/bidding-opportunities

2. **Question:**
   Can multiple people in one organization create a login, or should we have one point person create a login? Will profiles connect if multiple from the same organization?

   Answer:
   Multiple people can create a login in eCivis. But only the person in your organization/entity that starts an application can view/edit that application in the eCivis Portal. That person can only add additional users after an award has been finalized. Please determine internally the point person that will complete each application and facilitate the award acceptance process. To collaborate internally, print, screenshare or PDF the application and award.

   If you apply to multiple grant programs, a different person may submit each application.

3. **Question:**
   Will awards applied for under the old system (on paper) but awarded in this fiscal year be accessible in GMS?

   Answer:
   It depends on the agency and the end date of the award. Awards that have end dates after 6/30/24 will be transitioned into the GMS. Existing, in-flight awards that end sooner may not be transitioned into the system.

4. **Question:**

If documents in a NOFO (Notice of Funding Opportunity) are updated mid-application period, will there be a note saying it's been updated or the date it was uploaded? Otherwise, if we download a guidance document early in the period, how will we know it's the most up to date?

Answer:
Agencies have been advised to highlight any changes after initial posting, using the narrative boxes on the corresponding tab. If attachments to the solicitation are updated, such updates should be disclosed in the notes on the right side of the Files tab. It is the applicant's responsibility to review the solicitation for any updates.

5. **Question:**
When signing in to eCivis, what's the difference between the "Portal Log In" and "Grants Network Log In"?

Answer:
Grants Network Log in is for state agency users (or others with a paid eCivis account). Applicants should use "Portal Login"

6. **Question:**
Will there be a "Help Desk" or support number available to call for assistance while online?

Answer:
Yes! The Help Desk can be contacted by using the GMS Support Form at https://controller.admin.ri.gov/grants-management/grant-management-system-gms/user-support/contact-gms-support-0 for all technical issues or at DOA.Grants@doa.ri.gov for additional questions related to training

7. **Question:**
Is there an eCivis/GMS user manual available?

Answer:
Extensive information, including user guides and webinars, is posted on our website: https://controller.admin.ri.gov/grants-management/grant-management-system-gms/subrecipients/resources-applicants-subrecipients

8. **Question:**
This may be in the initial set up of the organization, will all banking information to receive funds have to be done at each submission or will it be in the masterfile?

Answer:
Banking information is not added or edited through GMS. Instructions on adding/editing ACH information is available through Ocean State Procures (OSP), to ensure tight controls on banking info.

9. **Question:**
Does the system alert you when your annual registration is due?

Answer:

Yes, the system will send a notification. Annual Org Registration status will also be posted on the Grants Management website, updated weekly.

10. **Question:**
    Are grants listed both on the OSP bidding page and the RI Funding Opportunity page?

    Answer:
    As state agencies adopt GMS over the next several months, grants listings will be on the Funding Opportunities Page, not on OSP.

11. **Question:**
    For the annual registration process, is there a requirement to complete a document for each authorized user in eCivis and submit applications? Is there a way to submit additional authorized users to submit applications after the annual registration is completed?

    Answer:
    No, only one Org Registration is needed per organization each year. For more information, please refer to Question #2 above.

12. **Question:**
    Our Annual Organization profile still shows "Peer Review". When will that be complete?

    Answer:
    Your annual org registration will remain in review, so multiple agencies can access it, if applicable. The Grants Management Office will work with our vendor to determine feasibility of making this change.

13. **Question:**
    Do I need to use a unique email for each application if I am completing the solicitation for multiple organizations?

    Answer:
    Please refer to the "Tips for Consultants assisting applicants" if you are applying on behalf of multiple organizations. https://controller.admin.ri.gov/grants-management/grant-management-system-gms/subrecipients/funding-opportunities

14. **Question:**
    Do you foresee an easier way to share access to the application?

    Answer:
    No, only one user has access to an application. We recommend screensharing, or printing/pdf the budget and application narrative to collaborate internally on an application.

15. **Question:**
    Is there any way to upload an Excel budget rather than entering each line item through the portal?

    Answer:
    The application budget structure is determined by the state agency. Please contact the Program Manager/Contact listed in the solicitation. Entering your budget directly into the system will allow you to report against it in the post-award phase.

16. **Question:**
    Is there a hard date for moving over to the new system?

    Answer:
    We are currently in a transition state, and we will be moving all new and open and active awards into the GMS by June 30, 2023.

17. **Question:**
    Can multiple individuals at the organization view all the award applications, and approved for the organization or is this access only for the Authorized Representative for the organization?

    Answer:
    Please refer to Question #2 for more in

18. **Question:**
    What is the difference between portal login and grants network login?

    Answer:
    The grants network button is for folks with paid accounts, like our state agency users. Applicants and subrecipients should use the eCivis "Portal Login" button at login. Portal is free for users